

**City of Lauderhill
Employment Opportunity
01/27/06
Open-Competitive**

**Job Title: Operations Administrator
Parks & Leisure Services**

Salary: \$61,150 annually

Job Description:

Under the direction of the PALS Director, the purpose of the position is to plan, coordinate and direct the operation of parks and recreation facilities. Work is reviewed through written reports, staff meetings, conferences and the reception of the community to the recreation programs. Performs related work as directed.

Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.

Qualification Requirements:

Bachelor's degree in recreation, sports or facility management or related field and a minimum of five (5) years experience in a responsible supervisory parks and recreation or public assembly facility position. Experience must include preparation of budgets and associated financial controls, development of programs for parks and recreation complexes and public assembly facilities, special events and sports tournaments, aquatic facilities or parks and recreation facility maintenance. Possession of a Master's Degree in recreation, sports or facility management is preferable; or an equivalent combination of education, training, and experience.

Special Requirements:

Certified Leisure Professional (PAC) or ability to obtain within one (1) year of hire

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date

Open until filled

Applicant must file a complete application and attach copy of Bachelor's degree. Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5569 W Oakland Park Blvd., Lauderhill, Florida 33313, from 8:00 A.M. to 4:15 P.M., Monday through Friday. **Application must be received in the Human Resources Department.. If applicable, all pre-testing must be completed by the closing date. Applications can be downloaded at <http://lauderhill-fl.gov>.**

Benefits:

Full-time employees of the City enjoy an excellent benefits package including educational assistance program, paid vacation leave, pension, dental and health insurance and career advancement.